



*Beautification Committee Sculpture Project*

# 2008 HIGHLIGHTS



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(SG: designates a Strategic Goal)



*City Hall Mitten Tree*

## *A Message from the City Manager...*

2008 was a year of many highs and lows. In 2008 it has become clear that it is not just the State of Michigan's economy that continues to struggle, rather we now realize that the entire world economy is faltering. While Michigan and its heavily laden dependence on the auto industry leads the way, the entire country sinks into a National recession not seen since the day of the Great Depression in the 1930's.

Even with the cloud of recession hovering over our head, The City of Manistee continues to forge ahead. I believe the greatest accomplishment in 2008 is the City's commitment to continue looking toward the future with our strategic mission of positioning the City of Manistee as the community of choice. The 2008 Strategic Update is the document that provides the road map to achieve this strategic mission.

Given the economic climate the accomplishments of 2008 are truly remarkable. Leading the list of accomplishments is how the whole City responded to the June 12, 2008 storm. Other major accomplishments were working cooperatively with the AES Office, Fablite, Rieth-Riley (American Materials) and Mastech (Mariah Power) to create new jobs in the community. Finally, to partner with the State of Michigan on the acquisition of Man-Made Lake property. Major construction accomplishments include finalizing the Fifth Avenue Beach House, Sixth Avenue Lift Station and Jerumbo Street Lift Station/US-31 Main work. Many items initiated in 2007 were completed in 2008. This trend continues by preparing for several 2009 projects this year.


Finally, the City was dedicated to the philosophy of cleaner/greener through improved maintenance throughout the downtown, parks and public property. The Downtown, Parks and Riverwalk have never looked as good as they did in 2008.

The entire community should be proud of the accomplishments of 2008, what a year! I look forward to the challenges and opportunities of 2009.

*Mitchell D. Deisch, City Manager*



## CONSTRUCTION

1. In late 2007 it was discovered that the access road to the Sixth Avenue Pump Station was deteriorating. The gabion wall holding up the road was leaning outward toward the river, potentially jeopardizing an exposed sewer line located at the base of the wall. Bids were solicited and a contract was awarded to Molen Excavating for \$199,866.74. A capacity study required by the MDEQ for the Joslin Cove development revealed this pump station was under capacity. The City took advantage of our contractor being onsite and installed a new wet well, structures and piping. What started as an emergency repair developed into a much larger project to secure the force main and upgrades to the pump station as required by MDEQ. Final cost was \$299,786. Phase II lift pump installation anticipated in 2009.
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2. Jerumbo Street lift station upgrades and US-31 force main work completed in the summer of 2008 by Bonnie Brothers. **SG: City Infrastructure**
  3. After fifteen months of construction the Fifth Avenue Beach House was completed in the summer of 2008. Actual use began late June, with the community dedication held on August 22. The Beach House was a joint effort with various volunteers and donated materials combining to make the Beach House a reality. **SG: Beaches, Parks & Recreation Areas**
  4. In January 2008 the Northside Improvement Association shelter house was removed from Fifth Avenue Beach. The log cabin shelter house was built in the 1930's and had fallen into considerable disrepair over the past decade. The decision to remove the shelter house was made in conjunction with the NIA Board and the creation of the new beach master plans. **SG: Beaches, Parks & Recreation Areas/Beach Conceptual Plans**
  5. Constructed gas dock kiosk at the Municipal Marina, allowing marina staff easier access to boaters requiring gas or other assistance. Construction was performed by Winberg Construction for \$25,445. Funds came from 50% Waterways grant and 50% local match from the Marina Enterprise Fund. **SG: Beaches, Parks & Recreation Areas/Best Boating Facility**

6. Barrier free lift grants were received for two lifts to be installed, a mechanical one at the Municipal Marina and a manual one at the First Street Beach launch ramp by Helminski Construction for a cost of approximately \$13,000. Construction is slated to take place next spring. **SG: Forward Looking Plan, Accessibility**
7. After awarding a contract to Helminski Construction, shuffleboard courts were installed at the Marina. Equipment can be accessed through the Marina office or the Senior Center. Volunteer extraordinaire Ken Jilbert refinished table tops in the area with checkerboard tops.
8. Sidewalk replacement bids: Bid from Robert Brooks withdrawn. On a rebid, contract was issued to Professional Concrete for a total of \$57,800 which replaced a total of 356 sidewalk squares. This same contractor also completed FEMA storm damage sidewalk repairs in October/November. Contractor still has 460 squares left to complete in the spring.
9. Eighth and Vine Pump Station Improvements were necessary to provide reliable sewer service for future development. Upgrades included replacing old and nonfunctioning valves and replacing portion of a pump intake. **SG: City Infrastructure**
10. Well 8 Chemical Feed Building is part of the Water Department's program to separate chemicals from within the well house. Construction of an addition to the well house to house bulk chemicals used in the water treatment process. The new space will allow safer storage and increase efficiencies at this well. **SG: City Infrastructure, Water Quality**
11. Riverwalk entrance signs were installed through a joint effort of the Manistee Non-Motorized Transportation Committee and the Healthy Manistee County Coalition providing one/tenth mile markers along the Riverwalk. New signs were installed at various entrances to the Riverwalk.
12. Rebuilt a portion of the first floor of the fire station. A portion of the wood floor was replaced with concrete to withstand water and salt from the rescue truck. The remaining deteriorating wood floor was replaced with a new wood floor.
13. New Fire Hydrant installed by the Fire Station to assist in hose testing.
14. New Ramsdell Theatre Complex restrooms completed in lower level.

## GOVERNANCE

1. 2008 - 2009 Fiscal Year Budget was approved. Presented March 14, public hearing held April 15, work sessions held March 31 and April 8. Adopted May 6, 2008 and includes a \$5,262,571 General Fund Budget. Millage was set at 16.9457 mills for the General Fund and 1.5 mills for the Refuse Fund. There was a 8.9% rate adjustment to water and sewer, \$2.48 and \$4.97 per 1,000 gallons respectively. The rate increase is primarily associated with the additional bond debt cost of the WWTP expansion completed in 2007.
2. Approved budget amendment 2008-01 for fiscal year end in June. Required by law to ensure actual expenditures do not exceed budgeted amounts.
3. The June 30, 2008 Audit was received and presented to City Council on November 5, 2008. The audit shows a General Fund Balance of \$724,428 - a decline of \$137,194.
4. There was no further Headlee Rollback on 2008 maximum authorized operating millage rate for FY 2008-2009. The maximum authorized operating millage rate for 2008 is 17.7612, rolled back in previous years from the 20 mills allowable by Charter. Council approved 16.9457 operating mills for 2008, as it was in 2007, not levying the additional .8155 mills allowed by law. **SG: Financial Stability, Maintain Millage Rate**
5. Four Council seats were up for election in November: First District Colleen Kenny, Third District Robert Hornkohl, Fifth District Hank Yonkman, and Seventh District Alan Marshall. All four were reelected to their positions. At their organizational Meeting in November, Council elected Cyndy Fuller as Mayor and Bob Hornkohl as Mayor Pro-Tem.
6. Annual Goal Setting: Continued the Strategic Plan process. Council and Department Directors met to continue the process. Housing Director and Housing Administrator participated in the discussions. The draft updated Strategic Plan was presented to Council at their meeting of March 4, 2008. Final review at the May work session and adopted May 20, 2008. Strategic Plan reviews and updates will continue.
7. Mayor Fuller, Mayor Pro-Tem Hornkohl, and City Manager Deisch participated in the March MML Capital Conference. **SG: Forward Looking Plan, Learning/Sharing of Best Practices**
8. Hosted the MML Region VI meeting in Manistee. City Manager Mitch Deisch chaired the event. Well attended and Manistee provided a travel mug

welcome gift to attendees. Finance Director and Engineer of Record made a presentation on Manistee's Asset Management Plan. **SG: Forward Looking Plan, Learning/Sharing of Best Practices**

9. Attended community farewell ceremony in January for the deployment of Manistee Bravo Troop, 1<sup>st</sup> Squadron 126<sup>th</sup> Cavalry.
10. Mayor Fuller, Mayor Pro-Tem Hornkohl, Councilmember Mack and City Manager Mitch Deisch participated in the MML Annual Conference in September. Manistee participated in the MML Scholarship Silent Auction with a walking stick prepared by Ken Jilbert. Mayor Cyndy Fuller was the City's voting delegate. **SG: Forward Looking Plan, Learning/Sharing of Best Practices**
11. Conducted Mayors Exchange Program with the City of Marshall in May/June. This is an annual opportunity to learn and network with other Michigan municipalities. Next year's Mayors Exchange is tentatively scheduled with the City of Frankenmuth. **SG: Forward Looking Plan, Learning/Sharing of Best Practices**
12. Bylaw Review and Approval: Planning Commission in March, Tree Commission in April, Parks Commission in May/June/July, Beautification Committee in May. Bylaws are reviewed annually by respective group, and if amended, forwarded to Council for review and approval.
13. Four elections were held in 2008: Presidential Primary in January, School election in May, August Primary and the General Election in November.
14. Participated in Filer Township Strategic Planning meeting with Mead & Hunt. **SG: Intergovernmental Relationships**
15. Mayor Fuller, Mayor Pro-Tem Hornkohl, Fire Chief Scrimger, Finance Director Bradford, and City Manager Deisch attended the County Summit in May. Mayor Cyndy Fuller made a presentation on the City Strategic Plan and discussed County-Wide consolidated fire services. **SG: Forward Looking Plan, Learning/Sharing of Best Practices**
16. Concluded third biannual Benchmark Survey. Information gathered was assembled into a report that included information on millage rates, SEV, PRE, parks, and public safety. 2007 Benchmark Study presented to Council in February 2008. **SG: Forward Looking Plan, Benchmarking**
17. Negotiated and approved Community Pool agreement with Manistee Area Public Schools, ensuring that City will pay toward pool maintenance and



residents will be afforded a reduced rate to use the facilities. City committed \$40,000 in the 2009-2010 fiscal year budget. SG: Intergovernmental Relationships

18. Operational Service Audit Committee created to undertake a process for an Operational Services Audit. Committee held their first meeting in October. A Request for Qualifications was drafted and distributed. Consultant pre-bid meeting scheduled for December with RFQ's due January 2009. Review and interviews will be conducted in early 2009. SG: Forward Looking Plan
19. City Manager attended intensive two-day Dale Carnegie Public Speaking Seminar in March. SG: Forward Looking Plan, Learning/Sharing of Best Practices
20. Participated in rail relocation meetings coordinated by the AES Office (Pathfinder Report).
21. Mayor Fuller met with representatives from area schools to encourage youth involvement on City boards and commissions as non-voting observers. Youth observer terms will run concurrent with the appointing Mayor's term. Appointments were made to the Beautification Committee, DDA, Harbor Commission, Historic District Committee, Parks Commission, Planning Commission, and the Ramsdell Governing Authority. Eight youth observers were appointed in 2008 to serve on various boards and commissions. SG: Economic Development & Jobs, Youth in Government
22. Executed mutual aid agreement with the County Dive Team. SG: Intergovernmental Relationships
23. Participated in annual Fire Prevention Festival held October 11.
24. Participated and assisted in annual community festivals and events.
25. Renewed contract for economic development services through the Alliance for Economic Success Office. Joint contract with Manistee County. SG: Intergovernmental Relationships
26. Assisted in placement of Peace Pole just off of River Street on marina property.
27. Worked with MDNR to protect nesting sites of endangered Piping Plovers on Fifth Avenue Beach. Predator shield fences were employed. Two chicks hatched and were fledged. SG: Intergovernmental Relationships

28. Police Chief working with MDNR on deer herd management in the city after being discussed at a Council work session and inquiries by the public. Considering options to limit herd size. **SG: Intergovernmental Relationships**
29. Staff and Council participated in safe routes to school programs with Manistee Area Public Schools. **SG: Intergovernmental Relationships**
30. Mayor and City Manager attended annual Chamber dinner November 6.
31. Tours of City Hall were provided by the Mayor and City Staff for several groups of area students.
32. City Police Department and County Sheriff's Department held a Car Booster Seat give-a-way in September. A total of 241 car/booster seats were purchased locally and given away to residents that live within the city/county. Parents and Grandparents were instructed on the proper installation and child use of safety seats. At the same event 24 bicycle helmets were given to youngsters in the area. The event was held at Yates Chevrolet with refreshments donated by area businesses. This campaign was funded by the Office of Highway Safety to the tune of \$4,493. **SG: Intergovernmental Relationships**
33. Beautification Committee received a Keep Michigan Beautification Award for the fish wall at First Street Beach.
34. Cooperative venture with Manistee County Road Commission: City utilized their dozer for spring cleanup on City beaches and roads; County utilized our vactor and sweeper for work in the township. **SG: Intergovernmental Relationships**
35. Received a silver level Promoting Active Communities Award from the Governor's Council on Physical Fitness.
36. Awarded Select Level Michigan Main Street designation. **SG: Economic Development & Jobs, Support DDA**
37. Involved MHS Students in the Public Accuracy Test for the November 2008 election. **SG: Economic Development & Jobs, Youth in Government**
38. Banner Applications:  
Manistee County Relay for Life  
Lakeside Club Tour of Homes  
World of Arts & Crafts Show  
Jaycees Roots on the River

Forest Festival  
United Way Campaign  
Port City Festival  
Old Christmas Weekend Festival

39. Policies:

CP-4 Deleted WSH Sanitary Sewer Service Policy  
CP-4 New Fund Balance Policy  
CP-5 & CP-12 Combined & Updated Utility Extension Policy  
CP-6 Updated Civil Rights Policy  
CP-13 Clarified Purchasing Policy  
CP-18 Clarified and Updated Refuse Billing Policy  
CP-20 Updated and Added Law to FOIA Policy  
CP-21 Deleted - Fees now Established through Budget Process  
CP-26 Deleted Duffy Park Policy  
CP-27 Deleted - Fines now Established through Budget Process  
CP-31 Updated Utility Bill Adjustment Policy  
CP-34 Updated Investment Policy  
CP-37 New Youth Observation Policy

40. Ordinance Amendments:

08-01 thru 08-06 Zoning Ordinance amendments.  
08-07 Amended Development and Tax Increment Financing Plan Ordinance  
08-08 Amended Zoning Ordinance, Windmill Accessory  
08-09 Amended Zoning Ordinance, Michigan Planning Enabling Act  
08-10 Repeal Chapter 280 Building Authority

41. Resolutions / Proclamations:

08-01 Vacate Portion of Sweetnam Drive, Marion  
08-02 Waterways Grant Agreement for First Street Boat Launch  
08-03 Adopt Non-Motorized Transportation Plan  
08-04 Michigan Energy Fair Support  
08-05 Administrative Professionals Week and Day  
08-06 Eagle Scout, Brandon Fortin  
08-07 Support Brownfield Application by American Materials  
08-08 Support Cool Cities Main Street Program  
08-09 2009 MCACA Capital Improvement Grant Application for Ramsdell  
08-10 Apply for MSHDA Façade Improvement Project  
08-11 Change MERS Benefits - Nonunion Vesting  
08-12 Support GEO Group Facility in Baldwin  
08-13 Waterways Grant Agreement for Arthur Street Launch Ramp  
08-14 Waterways Grant Agreement for Municipal Marina  
08-15 Approve Fab-Lite IFT Application  
08-16 Establish Industrial Development District, MasTech

08-17 Street Vacation, Pine Street between River Street and River Channel  
08-18 Michigan Small Harbors Coalition  
08-19 Certificate of Appreciation, Dennis terHorst  
08-20 Providing Investment Officer Authority Under PA 220 of 2008  
08-21 Land Acquisition Project Agreement, Man-Made Lake  
Eagle Scout Resolution for Anthony Krusniak



*River Street Snow Removal December 2008*

## COMMUNITY DEVELOPMENT

1. American Materials (Rieth-Riley) constructed their aggregate and liquid asphalt plant at the site of the old Bultema Dock and part of the General Chemical property. This project involved Renaissance Zone designation, Brownfield Tax Increment Financing, and MDEQ grants. It is anticipated to provide eight new jobs and retain seven jobs. **SG: Economic Development & Jobs**
2. Approved Industrial Facilities Tax Exemption application from Fab-Lite for twelve years for a turret punch press to keep up with increased production and the need for more stamping capacity. Ten new jobs are anticipated within two years and ten jobs are retained. **SG: Economic Development & Jobs, Industrial Park Occupancy**
3. Cool Cities Peninsula Plan - Carter Burgess Consultant. Executive Summary of the Neighborhood Revitalization Action Plan presented to Council in June. Capital Improvement Plan was prepared and submitted to MEDC. Secured \$400,000 in Capital Improvement funds. **SG: City Infrastructure, Storm Water Separation**
4. Planning Commission discussion on industrial property zoning in the Industrial Park for the possibility of including residential in the park south of Glocheski Drive. Planning Commission recommended that City Council not amend. Council concurred with Planning Commission recommendation, zoning remains the same.
5. In conjunction with AES, MEDC and MichiganWorks, City Staff worked to attract Mariah Power in a cooperative venture with MasTech in the industrial park to construct and market small residential/commercial wind generators. Projected to create 41 new jobs in the first year. Various tax abatement options were explored. Council established Industrial Development District for MasTech and they applied for a P.A. 328 tax abatement. **SG: Economic Development & Jobs, Industrial Park Occupancy**
6. DDA Marketing Strategy was completed by consultants Beckett & Raeder. Received \$22,500 grant from MSHDA. **SG: Economic Development & Jobs, Downtown Support**
7. The City continues to be very successful in drafting and receiving grants. 2008 Grant Applications:

\*MCACA Capital Improvement Grant for Ramsdell Theatre - pending



- \*MSHDA Façade Improvement Grant for Downtown Buildings - approved
- \*Waterways Grant for Arthur Street Launch Ramp - approved
- \*Waterways Grant for Municipal Marina Building Improvements - approved

Local Revenue Sharing Board: 2008 Fire Department Carbon Monoxide Pulse Oximeter \$4,100 and Personal Protective Equipment \$5,620; Police Department Beach Safety Kiosks, \$14,000. Over the past seven years the City has received \$449,860 from the LRSB. **SG: City Infrastructure, Technology, Safe Community**

The AES Office received grants from the Great Lakes Fishery Trust for two fishing piers on Manistee Lake. Efforts were coordinated for planning and installation of a barrier free observation/fishing pier at Arthur Street boat launch. Leveraging GLT funds to seek other grant funds to renovate the entire location including the ramp, skid pier, parking, etc. Construction delayed until the spring of 2009. Estimated total project cost anticipated, \$350,000 - \$400,000. **SG: Beaches, Parks & Rec Areas, Best Boating Facility**

8. Received Coastal Zone Management Grant for Beach Conceptual Plans. First Street Beach RFP prepared and advertised. Selected Abonmarche as consultant and created a Beach Conceptual Plan Committee using representatives from Staff, Council, Rotary, Lions, MHS Arts, Jaycees, Parks Commission, Beautification Committee, NIA, AES, Non-Motorized Transportation Committee, Area Students and Citizens. The first meeting was held March 26, with final recommendations and ideas presented to Council, Parks Commission, Beautification Committee and Planning Commission in the summer/fall of 2008. **SG: Beaches, Parks & Recreation Areas, Beach Conceptual Plans**
9. Participated in and assisted Downtown Development Authority dumpster committee, discussing ways to change refuse collection in the downtown area using totes and dumpster enclosures. Committee continues to explore options.
10. Worked with USACOE to secure funding (\$100,000) for an investigation/mitigation of shore damage attributable to federal navigation work. Corps has committed funds and is working on project scope of work.
11. Continue to work to secure USACOE funding for harbor dredging. Dredging occurred in June/July and removed approximately 63,000 cubic yards of material removed and deposited along the south lakeshore. Manistee joined the Michigan Small Harbor Coalition to continue these efforts. Dredging is not scheduled for 2009. **SG: Economic Development & Jobs, Harbor Dredging**

12. Working with MRA and MAPS on possible Manistee Recreational Authority in conjunction with Community Pool.
13. Developed bidders lists, working on prequalification criteria for city projects and requests for proposals.
14. Abonmarche (Engineer of Record) drafted design standards and worked with City Staff to complete. Once final a CD/DVD will be produced to provide potential developers with key information and one stop shopping. **SG: City Infrastructure Standards**
15. Received the agreement between the State of Michigan and the City for the purchase of the Sand Products property around Man-Made Lake. Approximately \$200,000 was received from individual donors toward this purchase. **SG: Beaches, Parks & Rec Areas, Beach Conceptual Plans**
16. Assisted in development of River Street Art Garden with site preparation, sand, water service, wood chips.
17. Beach Safety Kiosks - After being awarded a grant of \$14,000 from the LRSB, staff worked with Engineer of Record to design. The Evening Rotary Club has offered \$2,000 and the 9-1-1 Board has offered \$2,000 toward the construction costs. Construction estimates came in over budget. Researching constructing in-house. Still planned for a summer of 2009 installation. **SG: Forward Looking Plan; Safe, Friendly & Accessible Community**
18. Brownfield Redevelopment Authority received \$500,000 MDEQ Clean Michigan Initiative Grant for American Materials.
19. Business Registrations:
  - \*Fusion Salon, 50 Filer Street
  - \*Off the Rack, 333 River Street
  - \*Miller's Produce, 65 Cypress Street
  - \*Great Lakes Materials, 1735 State Street
  - \*Vincent's Ice Cream Shop, 378 River Street
  - \*Port City Resale, 283 River Street
  - \*Riverwalk Antiques & Collectibles, 394 River Street
  - \*Division Street Antiques and Uniques
  - \*Krahe & Associates, 142 Washington Street
  - \*Margarita's Mexican Restaurant, 200 Arthur Street
  - \*My Way Depot, 143 Washington Street
  - \*Salon Orinoco, 495 Eighth Street

- \*House of Flavors, 284 River Street
- \*Gateway Gallery, 129 Washington Street
- \*Salvation Army Thrift Store, 172 Memorial Drive
- \*Suds-N-Bucket, 306 McKee Street



*Harbor Dredging 2008*



## OPERATIONS

1. On Thursday evening, June 12, 2008, the City of Manistee and surrounding counties were devastated by a storm event that caused widespread damage. The County and Governor's Office made an Emergency Disaster Declaration. The storm brought 80 mph straight-line winds, a tornado and more than 8 inches of rain to the area which resulted in hundreds of fallen trees, road washouts, heavy accumulation of trash and debris on beaches and many homeowners sustained damage to their residences. President Bush declared a federal disaster area and FEMA was brought in to mitigate. City responded and public safety items were taken care of within a few weeks. Cleanup efforts continued through October. City crews were assisted by Camp Pugsley and MDNR crews in debris cleanup. FEMA claims have been submitted. Shoreline erosion issues at the west end of Twelfth Street and the guard rail at Third and Tamarack still pending.



*Storm Debris on Beach / Harbor Drive Washout*

2. Renewed cleaning contract for City Hall with Mac's Cleaning. Added payment for snow removal while incurring no inflationary increase.

3. Continued quarterly financial and investment updates to City Council. **SG: Financial Stability**
4. Approved depositories for city funds as required by Charter.
5. The Board of Review met in March, July and December hearing valuation, poverty exemption, principal residency, mutual mistake of fact and the new conditional rescission appeals.
6. Asset Management: Manistee hosted state-sponsored asset management training session. Eleven City Officials attended. City Asset Management Team consists of City Manager, Finance Director, DPW Director and Engineer of Record. Preliminary plan presented in March and again in June. Plan was adopted by Council in August at which time the 2008 Streetwork Candidates were selected. Bids were solicited in October 2008, with work to be completed in spring of 2009. **SG: City Infrastructure Mgmt Plans**
7. Conducted annual spring trash haul. Approximately 1,025 yards of refuse were collected. Due to decreasing volumes the schedule was reduced to one week.
8. Completed annual stump removal program, 112 stumps were removed by a private contractor. City assisted with cleanup and black dirt.
9. Completed seventh year of beach sampling program. City responsible for Man-Made Lake samples. **SG: Beaches, Parks & Rec Areas**
10. Finance Director worked diligently to get SB 658 Oil and Gas Legislation passed by the State of Michigan. Will allow a different investment strategy for the Oil and Gas Board. Drafted RFQ for an investment advisor for the Board and disseminated in November. **SG: Financial Stability**
11. United Way Campaign, City employees contributed more than \$5,500 toward the 2008 Manistee County Campaign. Sergeant Schmeling ran the program for the City.
12. Radio reads program initiated in 2007 with approximately 2,000 installed. An additional 1,100 were installed in 2008. Combined with those installed by City Staff this program is substantially complete at 98%. This has greatly reduced man hours needed to do monthly meter reading for the Water Department. **SG: City Infrastructure, Technology**



13. Created draft Parks Asset Management Plan. Presented to Parks Commission and will be used to provide guidance during the budgeting process. **SG: Beaches, Parks & Rec Areas, Management Plan**
14. City Hall flag pole removed in February as it was determined that this location was causing water damage inside the building. Once a new pole is installed, the small flag pole in front of City Hall will be removed.
15. Council and staff again researched and discussed lifeguards on Lake Michigan Beaches. Decision was to not reinstate lifeguards. There is a need to educate the public on water safety. Beach Safety/Aid Stations will be constructed for both beaches. **SG: Forward Looking Plan, Safe, Friendly, Accessible Community**
16. Department Director 360 Assessment - Staff designed internal forms to be used. Goal is to perform three this year. Police Chief in March, Finance Director in August, Fire Chief in November. **SG: Forward Looking Plan, Assessment**
17. Reduced staff in police department (transcriptionist). Looking at voice recognition software for officer reporting. Police Officers are now typing their own reports. **SG: City Infrastructure, Technology**
18. The winter of 2007-2008 included several major storm events dumping more than a foot of snow in mid-February. Increased street maintenance, equipment repairs, and salt and fuel costs.



*Valentines Day 2008 Snow Storm*

19. IAFF grievance / arbitration on department manning issue. City prevailed.
20. Installed boat launch auto-attendant at First Street Beach to enhance revenue and decrease personnel costs. Bids received in March, selected Light & Bruning for \$12,502. DPW assisted with site preparation. **SG: Beaches, Parks & Recreation, Best Boating Facility**
21. Worked cooperatively with Manistee County to fund an aerial flight of the City using Digital Orthographic photography at a 1"=50' scale, necessary to eventually produce a Geographic Information System water and sewer layer. Edited the parcel line layer for the County, assisting in the creation of the parcel line/aerial photograph layer of the City's Geographic Information System. SG: **City Infrastructure, Technology**
22. City Manager Mitch Deisch maintained ICMA Credential Manager status. Credentialing status requires more than 40 hours of annual training in specific areas. A report on this training is required to be filed with the ICMA. This is a goal previously set by both the Manager and City Council. **SG: Forward Looking Plan, Learning/Sharing Best Practices**
23. Health Insurance Opt Out: USW Grievance / Arbitration, POAM/COAM Unfair Labor Practice filed. City mediated a resolution with POAM/COAM. Arbitration decision on USW still pending.



*June Storm Event - Twelfth Street Washout*

24. Anti-Methamphetamine Project - City Police Department worked cooperatively with MAPS, LRBOI and 9&10 News regarding a series of stories and ads on the dangers of Meth. Four public service announcements were filmed featuring Police Chief Dave Bachman, MAPS Superintendent Bob Olsen, LRBOI Police Chief Joe LaPorte. Funded through a \$150,000 grant obtained through the federal government by the LRBOI. No local match. A DVD will be produced for distribution to area schools. **SG: Intergovernmental Relationships**
25. Contracted with Jason Thompson Landscaping for maintenance work downtown and on the Riverwalk. Maintenance and landscaping was significantly better in 2008.
26. DPW refinished all River Street trash receptacles and benches and repainted River Street light poles.
27. Maple Street Bridge inspection conducted by Wade Trim.
28. Addressed hacker attack to install a rogue phishing website on City network server. Worked with Terrapin to put additional safeguards in place, reviewed network security to address other areas of concern. **SG: City Infrastructure, Technology**
29. 2007-2008 and 2008-2009 Tree Planting Program bids solicited and awarded to Preferred Lawn and Landscaping Service in the amount of \$15,250.
30. Soil was replaced for Blossom Boulevard, significantly improved flowers in 2008. Approximately 3,000 yards of black dirt was made at the Compost Area this year.
31. Presented draft Building Asset Management Plan to Council in October. Goal is to complete the plan by the end of 2008. Included in the plan will be financing projections for various improvements to dovetail with three year financial forecast. **SG: City Infrastructure, Asset Management Plans**
32. Beautification Committee and Parks Commission initiated a series of joint meetings to investigate the possibility of consolidation.
33. Municipal Marina achieved Clean Marina Designation. Scored 100% of mandatory practices and 97% of recommended practices. Work performed by Marina employee Kelley Brakora. **SG: Beaches, Parks & Rec, City Marina**



34. Fire Department completed distribution of 44 Knox boxes received through Local Revenue Sharing Board grant.
35. City Staff initiated a new donation program for the Christmas season by forgoing the traditional Christmas Tree for one to be decorated by hats, mittens and scarves for area youth.
36. WWTP implemented a new Bio-P process in an effort to cut down on chemical usage. The process has been very successful.
37. Painted all railings and lampposts on the Riverwalk.
38. High pressure washed and sealed the Riverwalk from the American Legion to First and Cherry.
39. High pressure washed and sealed Lighthouse Park.
40. In conjunction with the Non-Motorized Transportation Committee, installed eleven bike racks around the community. A total of 35 bike racks have been installed in the last three years.
41. Clerk's Office recruited approximately 20 new election inspectors in anticipation of large voter turnout in 2008.
42. Accessibility through more forms and documents available online through the City's website. Many forms are fillable. SG: Economic Development & Jobs, Technology
43. Laserfiche implementation continues: archiving Council minutes, resolutions, deeds and leases; also scanning ongoing documents for accounts payable, general ledgers, business registrations, grants, surveys, strategic plans, union agreements, audit, bank statements, budgets, and water/sewer reports. New software purchased for web-accessibility. SG: City Infrastructure, Technology
44. The Office of Highway Safety funded a Safe Community Grant in the amount of \$18,000 to cover overtime for City and County law enforcement. The primary goal is to decrease underage drinking throughout the county by being visible at most festivals and holiday celebrations. The strategic plan of decreasing underage drinking by 3% was met. Liquor inspections were performed throughout the City and County and fake identification materials were purchased and distributed to various alcohol establishments. The Manistee Police Department was recognized by the State Office of Highway

Safety for their use of funds and equipment provided by the State to decrease underage drinking. **SG: Intergovernmental Relationships**

- 45. Hires: Firefighter Abraham Schneider hired in November. Welcome aboard!
- 46. Retirements: None



*End of Twelfth Street - June Storm Event*



## **DIRECTORY OF OFFICIALS - 2009**

Mayor Cynthia Fuller  
Mayor Pro-Tem Robert Hornkohl  
Councilmember Colleen Kenny  
Councilmember Ilona Haydon  
Councilmember Hank Yonkman  
Councilmember Richard Mack  
Councilmember Alan Marshall

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City Manager Mitchell D. Deisch

## **DIRECTORY OF OFFICIALS - 2008**

Mayor Cynthia Fuller  
Mayor Pro-Tem Robert Hornkohl  
Councilmember Colleen Kenny  
Councilmember Ilona Haydon  
Councilmember Hank Yonkman  
Councilmember Richard Mack  
Councilmember Alan Marshall

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City Manager Mitchell D. Deisch